Imsi

MENUING AND DISK MANAGEMENT

MENUDIRECT

MenuDIRECT™

USER GUIDE

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LICENSE AGREEMENT

MenuDIRECT Overview

MenuDIRECT is a powerful menuing and hard disk management program. With MenuDIRECT you can quickly and easily run any program on your computer, and with MenuDIRECTs hard disk management features, you can easily keep your computer organized and controlled

MenuDIRECT has dozens of superb features designed for the new, intermediate and experienced PC user.

NEW FEATURES

- ☐ Auto Menu Creation is the most exciting new feature found in MenuDIRECT . When you select Auto Menu Creation, the program automatically scans your hard disk(s) or network file server for many popular programs, and places them in user-defined menus. You can edit the menus to add/delete programs, or customize the menus to your exact requirements.
- ☐ We have greatly improved Color selection. You can select hundreds of color combinations for pull-down menus, windows, text, status line, buttons and more. We've also provided several predefined color palettes that are easy to load.

APPOINTMENT BOOK

- ☐ The Appointment Book lets you record appointments for any day of the year. There is also a section to write short memos and notes.

UTILITIES

MenuDIRECT has a some new functionality, including Calendar (including Appointments and Todo), Clock, Hourly Chime and Calculator (decimal/hex modes).

- ☐ DOS Shell to run other programs or use MS-DOS commands, without having to exit MenuDIRECT.
- ☐ MenuDIRECT has more help than ever. Context-sensitive help (including cross references) is available throughout the program.

WINDOWS

You'll find using MenuDIRECT windows is quick and easy. You can move, resize, cascade, tile and erase MenuDIRECT's program windows.

HARD DISK MANAGEMENT

A collection of great features also helps you manage your hard disk. These include such practical functions as:

- ☐ Move, Copy, Delete and Rename files and subdirectories.
- ☐ Make and Delete directories.
- ☐ View and Print files.
- ☐ Split windows, to display Origin and Target files.
- ☐ Text Editor, to create and edit ASCII text files.

We haven't described every one of MenuDIRECT's abilities. You'll discover them as you read the manual, and start using this fine program. IMSI is sure you'll enjoy the convenience and power of MenuDIRECT.

SYSTEM REQUIREMENTS

MenuDIRECT will operate properly on computers meeting the following requirements:

- ☐ IBM compatible PC, XT, AT, PS/2 or PS/1
- ☐ 512K system RAM
- ☐ MS or PC DOS version 3.0 or higher
- ☐ A hard drive with one megabyte free

QUICK START GUIDE

CONVENTIONS

Software manuals have various usages or "command conventions" to show an action you must take, such as keys to press and commands to perform. Conventions include symbols the manual uses to specify those keys, and other types of instructions.

This manual uses brackets [ ] to indicate keyboard keys. For example, [Esc] denotes the escape key. If you see a hyphen, it means there are TWO keys that must be pressed, for example [Ctrl-PgUp] means you must hold down the [Ctrl] key and then press the [PgUp] key. If you prefer, you may press the two keys simultaneously; either method works.

Words enclosed in brackets denote screen buttons you select with the mouse, such as [Index], [Cancel] and so forth. See more about Buttons under GENERAL PROGRAM USE.

Where you see the word "NOTE:" followed by text, these are important instructions and suggestions you should read and remember.

When you see words divided by the vertical bar, xxxxxxx|xxxxxxxx, this denotes a multiple command to perform. For instance, when you see the notation, Utilities|Environment, it means highlight the Utilities pull-down menu on the Menu Bar, and select the Environment command.

Numbered lists indicate you must follow a specific procedure, requiring several steps in the order shown (as in INSTALLATION below).

5 EASY STEPS FOR INSTALLATION

1. INSTALLATION

To install MenuDIRECT on a hard disk:

1. Place the program disk in a floppy drive (i.e., A).
2. Change to the floppy drive. For example, type:

   A: **[Enter]**
3. Run the INSTALL program by typing:

   Install **[Enter]**

   and follow the instructions on the screen.

NOTE: These instructions assume you are installing from your floppy drive A. If you are installing from a floppy other than A, (i.e., B) substitute the letter A with the letter of your floppy drive.

2. GETTING STARTED

From the DOS prompt, start MenuDIRECT by typing M. If you've installed the program correctly, the main program screen should appear.

3. PROGRAM SETUP

Select the Utilities | Environment command to select program configuration options. The most significant option is to identify the disk drives used. To set the program options, Press [Alt-U] to select the Utilities pull-down menu, then press [E] to select Environment. You may use a mouse if you have one.

When the Environment Options Screen appears, use the [Enter] key to move from field to field, and set the desired options.

When you've set all options as desired, press [F2] to save. Use [F1] to get help at any time.

4. UPGRADING FROM A PREVIOUS VERSION

Users upgrading from a prior version of the program prior should next use Utilities | Upgrade command to convert old MenuDIRECT user menus to the new formats. The command issues appropriate warnings and prompts.

5. AUTOMATIC MENU BUILDING

Select Utilities | Auto Menu Creation and press [Enter]. This function will scan your hard drive and automatically create menus for programs which it recognizes. This feature will overwrite any other menus items which you may have created, and consequently should not be used if you wish to build your own menus, or if you have upgraded your menus from a previous version. It is suggested that you use this feature FIRST, and then create additional menu items as you may require

GENERAL PROGRAM USE

HELP SYSTEM

MenuDIRECT's context-sensitive help is available anywhere in the program by pressing [F1]. "Context-sensitive" simply means you can receive help for any section by pressing [F1] while in that section.

Most of the help screens have some highlighted items (cross references) that lead to another help topic. To select a highlighted item, press the [Tab] or [Shift-Tab] keys to move among the cross references. To read a cross reference, press the [Enter] key or double-click the mouse. This will open the selected cross reference screen.

The cursor keys scroll the screen to view long help topics. Use the [Index] button to jump to the Help Index where MenuDIRECT displays help topics for quick selection. Use the [Previous] button to jump to the last help topic displayed.

PROGRAM MENU

The top line of the screen is the Menu Bar, your primary access to all the program commands. One item on the menu bar will be highlighted when the menu bar is active. The highlighted item is the "selected" item.

A command without an arrow means the command will immediately execute when selected. If an arrow follows the command, that command leads to another pop-up menu.

To choose menu commands using the keyboard:

1. Press [F10] to make the menu bar active.
2. Use the arrow keys to select the menu you want to view, and press [Enter]
3. Use the arrow keys again to select the desired command from the pull-down menu.

You can use several shortcuts (or hot keys) to access the menu bar, and choose commands. You can activate a menu bar item by pressing [Alt] and the highlighted letter of the item, such as [Alt-U] to select Utilities. Once the pull-down menu appears, press the item's highlighted letter or the shortcut next to it.

To choose menu commands using the mouse:

1. Click the desired menu item to display the pull-down menu.
2. Click the desired command from the menu.

You also may drag straight from the menu title down to the menu command. Release the mouse button on the desired command. If you change your mind, just drag off the menu and no command will be chosen. Drag means to hold the left mouse button while moving the mouse.

NOTE: Some menu commands will be disabled when it makes no sense to choose them. You can still highlight these items (shown in dim characters) to get help.

DESKTOP

The Desktop is where you interact with MenuDIRECT. MenuDIRECT opens various Program Windows in this area. Consider the Desktop to be your workspace.

STATUS LINE

The Status Line appears at the bottom line of the screen. The Status Line provides several functions that make MenuDIRECT even easier to use.

- ☐ It reminds you of the available [F1] Help and [F10] Menu hotkeys.
- ☐ You may click on these hotkeys instead of using the keyboard.
- ☐ The Status Line provides information on what the program is doing.
- ☐ There are one-line hints on the selected menu item or active window.

PROGRAM WINDOWS

Most of what you see and do in MenuDIRECT occurs in a window. Programs with windows have become very popular with computer users. A window is a screen area that you can move, resize, zoom, tile, overlap, open, and close.

Multiple windows can be open at once (memory permitting) but only one window can be "active" at once. The active window is the one you are currently working in.

Any command you choose, or keystroke you press, generally applies only to the active window. The active window has a DOUBLE-LINE border, and it is the uppermost (top) window on the desktop if two or more windows overlap.

When multiple windows are open, you can select a window by clicking anywhere within the window. You can choose Window|List or press [Alt-0] to select a window from a list. Move in sequential order from window to window by selecting Window|Next or by pressing [Alt-F6].

Some windows are TEMPORARY, such as message boxes, dialog boxes that request user input, or the help system window. You must close these windows before you can access other windows on the desktop.

If you can't select the program Menu Bar or other windows, the active window is probably a temporary window. Temporary windows usually have Push Buttons on them.

There are several types of windows in MenuDIRECT, but most of them have the following things in common:

- ☐ A title bar
- ☐ A close box
- ☐ Scroll bars

Other items that might appear in a window include:

- ☐ A zoom box (in Text Editor window)
- ☐ A resize corner (only on some windows). Input Fields
- ☐ Memo Fields
- ☐ Push Buttons
- ☐ List Boxes
- ☐ Radio Buttons
- ☐ Check Boxes
- ☐ History Lists

The title bar is the top frame line of the window. The title bar contains the name of the window. You can drag the title bar with the mouse to move the window around on the desktop. You may choose Window|Size/Move or press [Alt-F4] to move a window.

The close box is the small square in the UPPER LEFT corner of the window's frame. Click on this box with the mouse, choose Window|Close or press [Esc] to close the window.

The resize corner appears in the LOWER RIGHT corner of the window as a single-line border. Resize corners only appear on SOME program windows. To make the window larger or smaller, drag the resize corner, choose Window|Size/Move or press [Alt-F4].

The zoom box (Text Editor window only) appears in the UPPER RIGHT corner of the window's frame. If the zoom icon is an UP arrow, click on the arrow to enlarge the window to the largest possible size.

If the zoom icon is a DOUBLE-HEADED arrow, the window is now at the largest possible size. Clicking the zoom icon restores the window to its previous size. You may instead choose Window|Zoom or press [Alt-F5] to zoom a window.

Use the Scroll bars (horizontal or vertical) with a mouse to move around in a window. Each end of the scroll bar has an arrow. Click on the arrow to scroll the associated view one line. Keep the mouse button pressed to scroll continuously.

If the associated view spans more than one screen, you'll see a small box on the scroll bar that shows the current position. Click on either side of this position box to page the associated view. Or you may drag the position box to move rapidly to a position in the associated view.

INPUT FIELDS

Fields are areas on the screen where MenuDIRECT requests input. Use the following commands to edit data within a field. If the edited screen is part of a database, the commands marked with an "*" are also available.

Character left	**[Left arrow]**
Character right	**[Right arrow]**
Beginning of line	**[Home]**
End of line	**[End]**
Insert mode on/off	**[Ins]**
Delete character left	**[Backspace]**
Delete character at cursor	**[Del]**
Blank field	**[Ctrl-Y] or [F8]**
Auto Fill (Lookup)	**[F3]**
Next Field	**[Enter] or [Tab]**
Previous Field	**[Shift-Tab]**
*Save/Done with edit	**[F2]**
*Previous Record	**[F5]**
*Next Record	**[F6]**

NOTE: Some of these commands do not work with formatted fields such as dates and times.

If more than one type of input area appears in the window, press [Tab] or [Enter] to move to the next area. Press [Shift-Tab] to move to the previous area.

MEMO FIELDS

A memo field is a mini text editor window. Use the following commands to edit text in memo fields:

Cursor Movement:

Character left	**[Left arrow]**
Character right	**[Right arrow]**
Word left	**[Ctrl-left arrow]**
Word right	**[Ctrl-right arrow]**
Line up	**[Up arrow]**
Line down	**[Down arrow]**
Page up	**[PgUp]**
Page down	**[PgDn]**
Beginning of line	**[Home]**
End of line	**[End]**
Top of window	**[Ctrl-Home]**
Bottom of window	**[Ctrl-End]**
Beginning of text	**[Ctrl-PgUp]**
End of text	**[Ctrl-PgDn]**

General Editing:

Insert mode on/off	**[Ins]**
Delete character left	**[Backspace]**
Delete character at cursor	**[Del]**
Delete word right	**[Ctrl-T]**
Delete line	**[Ctrl-Y]**

BLOCK COMMANDS

A block of text is any amount of text, from a single character to an entire that you mark with special hidden block markers. You can have only

one marked block of text in the text editor at a time. Mark a block by first placing the cursor at the desired starting location. Then use any of the standard cursor movements, in combination with the [Shift] key, to mark the block. As you mark the block, you'll highlight the text.

Use the mouse to mark text by placing the mouse cursor at the starting location. Then hold the left button down while dragging the mouse over the text to mark. You may move the mouse beyond the edge of the Text Editor window to scroll the screen while marking.

After marking the text, you may use any of the following commands on the block:

Copy to clipboard & delete	**[Shift-Del]**
Copy to clipboard	**[Ctrl-Ins]**
Paste from clipboard	**[Shift-Ins]**
Delete block	**[Ctrl-Del]**

If more than one type of input area appears in the window, press [Tab] or [Enter] to move to the next area. Press [Shift-Tab] to move to the previous area.

PUSH BUTTONS

Push Buttons are rectangular, shaded areas in windows that look like buttons. Push Buttons generally appear in temporary windows where you don't have access to MenuDIRECT's menu bar. Click on a button with the mouse, or press the highlighted letter (if there is one).

A common button is the [OK] button, which is the same as pressing the [Enter] key. Another common button is the [Cancel] button, which is the same as pressing the [Esc] key.

LIST BOXES

List Boxes let you scroll through and select a variety of items throughout MenuDIRECT. Lists generally have scroll bars. Use the usual arrow keys and mouse functions to examine lists. Pressing [Enter] or a mouse double-click, selects an item.

If more than one type of input area appears in the window, press [Tab] or [Enter] to move to the next area. Press [Shift-Tab] to move to the previous area.

RADIO BUTTONS

Radio buttons are special lists that present mutually exclusive choices, i.e., only one item can be selected at a time. One item in the Radio Button list will be marked with an (o) mark. To choose a radio button, click on it or its text. From the keyboard, select the highlighted letter (if there is one), or use the arrow keys to choose an item.

If more than one type of input area appears in the window, press [Tab] or [Enter] to move to the next area. Press [Shift-Tab] to move to the previous area.

CHECK BOXES

Check Boxes are special lists that present multiple options. You may select any number of items in a Check Box (marked with a [X]). To check a box, click on it or its text. From the keyboard, press the highlighted letter (if there is one) or use the arrow keys to choose an item. Then press [Spacebar] to toggle the check mark.

If more than one type of input area appears in the window, press [Tab] or [Enter] to move to the next area. Press [Shift-Tab] to move to the previous area.

HISTORY LISTS

History Lists record previous entries in an input field. The history list displays text you typed in the input field when you used the field previously.

If a down arrow symbol appears just to the right of the field, it means an input field has a history list. Press the [down arrow] or click on the history icon to display the list. Highlight the desired item and press [Enter]. Or double-click the mouse to select an item from the list, and move it to the input field.

SYSTEM MENU

The System menu appears on the far left of the menu bar, under the ≡ symbol. Open the system menu by pressing [Alt-Spacebar]. You may use the following commands under the System menu:

About/Order - View copyright or print order

Calculator - Open calculator window

Calendar - Open calendar window

DOS Shell - Open DOS Shell window

ABOUT/ORDER

The About window displays a detailed copyright notice for MenuDIRECT. Select the [Print] button to print an order form.

CALCULATOR

The calculator is a simple four-function calculator that will let you add, subtract, multiply, and divide. To operate the calculator you can use the keyboard, or click on the calculator buttons.

The [Save] button saves the current result in calculator memory. The current memory value displays in the top output line of the calculator.

The [Recall] button places the calculator memory into current entry. The [Mode] button changes between decimal and hexadecimal calculator mode. The current calculation mode is displayed on the divider line in the output display as either "Dec" for decimal or "Hex" for hexadecimal.

The [Clear] button Clears the calculator entry window, but not memory. The [clrEnt] button clears the current calculator entry, and memory as well.

The [Export] button exports the current calculator result into the next lower window. For example, let's say you are in the text editor. You decide to use the calculator to add some figures, and insert the total in a memo. By using the [Export] button, you could insert the total into the Text Editor at the cursor position.

CALENDAR

The Calendar command opens a calendar window that displays the current month, with the current day highlighted. Use the cursor keys or the mouse to move the highlight to other days.

Four small arrow buttons appear in the top area of the calendar. Mouse clicks on the two LEFT buttons change the date by one MONTH, forward or backward. Mouse clicks on the two RIGHT buttons change the date by one YEAR, forward or backward. The [PgUp/PgDn] keys change the date by one MONTH, and the [Ctrl-PgUp/Ctrl-PgDn] keys change the date by one YEAR.

APPOINTMENT BOOK

Pressing [Enter], double-clicking on the current day or pressing [A] accesses the Appointment Book for the current day. The Appointment Book provides space to record appointments for any day of the year.

You can enter notes in a small memo field (up to 500 characters). Press [F2] to save the current appointment book data, and return to the calendar. Press [F9] to print the current appointment book day. To select a different day, return to the calendar and select a new day. Move from field to field in the calendar by pressing [Enter] or [Tab].

TODO LIST

The Todo List is a 16K editor you can access only through the calendar. Use the Todo List to save reminders or other information of interest. Press [F2] to save the Todo List, and return to the calendar. Press [F9] to print the Todo List.

DOS SHELL

With the DOS Shell command, you can leave MenuDIRECT temporarily to perform a DOS command or run another program. When you select DOS Shell, a window appears with an input line used to enter DOS commands. You may enter any DOS command in the input line with the following exceptions:

- ☐ DO NOT execute Terminate and Stay Resident (TSR) programs.
- ☐ Available memory is much lower than if at the real DOS command line, so you should execute SMALL programs only. In other words, you would NOT run programs such as WordPerfect or Ventura Publisher in the DOS Shell.

The input line also contains a history list, selected with the [down arrow] key or by clicking on the history icon (at the end of the input line).

After you enter a command, pressing [Enter] will execute that command. After the command has finished, press any key to return to MenuDIRECT. Or press [F2] to shell to DOS temporarily . To return to MenuDIRECT from shell mode, type the word EXIT at the DOS prompt.

WINDOW MENU

The Window menu lets you select commands to manipulate MenuDIRECT's windows. The following commands are available:

Close - Close the window

Size/Move - Resize/move the window

Zoom - Zoom window to full size

Next - Make next window active

Cascade - Arrange windows cascaded

Tile - Arrange windows tiled

Erase All - Close all windows

List - List active windows

NOTE: Some commands may be disabled for some windows.

CLOSE

The Close command closes the currently active window. The [Esc] key serves the same purpose. Alternatively, click on the close box of the active window with the mouse.

SIZE/MOVE

The Size/Move command changes the size or position of the active window. The arrow keys MOVE the window to a new location, and pressing [Enter] accepts the new position. All program windows can be moved. The mouse can be used to move the window to a new position, by dragging the TOP line of the window.

[Shift-arrow] keys RESIZE the window, and pressing [Enter] accepts the new size. The mouse can be used to drag the LOWER RIGHT corner of the window to the desired size.

NOTE: You can only resize windows that have a SINGLE line lower right corner (like the text editor and user-defined menus).

ZOOM

Zoom resizes the active window to the maximum size. Zoom is a toggle command. If you've already zoomed the window, selecting Zoom will restore the window to the ORIGINAL size. Double-clicking the mouse anywhere in the title line or the Zoom icon (arrow in UPPER RIGHT) also will Zoom/unzoom the window. Only a few of MenuDIRECT's windows are zoomable (like the text editor).

NEXT

Next makes the next window active. In other words, it makes the next window the topmost open window. Use Next to cycle through windows if more than one window is open on the desktop.

TILE

Tile attempts to arrange all open windows to be visible on the screen. Due to size limitations on many types of windows, the tile command may overlap windows.

CASCADE

Cascade stacks all open windows.

ERASE ALL

Erase All removes all open windows from the desktop. Some windows may request that you save before closing.

NOTE: If you selected the Force User Menus option in Utilities | Environment, the default user menu will open after you have closed all other windows.

LIST

The List command opens a window that lists ALL the open windows on the desktop. From this window, you may select or delete any of the windows.

You'll see titles of open windows in a scrollable list. Position the highlight bar on the desired window. Then press [Enter] or double-click with the mouse to activate that window. Select the [Delete] button to remove the window from the desktop.

CLOCK

The clock displays current date and time in the upper right corner of the screen. You may select the clock (like other pull-down menu items) to change the system date and time.

Use the Clock Set window to set the system date and time. Select the [OK (F2)] button to set the system clock. Select the [Cancel] button or press [Esc] to quit without changing the date and time. Press [Enter] or [Tab] to move from field to field.

> **NOTE:** Avoid changing the system clock if you enabled Time Logging in Utilities | Environment.

USER-DEFINED MENUS

Use the File | Menu Manager command to create user-defined menus and to run programs. Each menu may contain up to 30 entries. Every entry can either run a program or open another menu. With this unique linking of menus, the menu manager can contain an UNLIMITED number of menus. Press F1 for help with user-defined menus.

GENERAL DESCRIPTION

User-defined menus let you run programs or DOS commands. Each entry (up to 30) can either run a program, or open ANOTHER user menu window. You save the entire user menu as a file with the .MNU extension. You'll see the name of the menu file at the BOTTOM of the menu, if you have selected the Menu Filenames option in Utilities | Environment.

> **NOTE:** An asterisk (*) appears in the LOWER LEFT corner of the menu if the menu has been modified but not yet saved.

ADDING/CHANGING MENU ITEMS

To add or change an item, select the appropriate position within the menu. Then select the Edit-Menu | Edit Item command to choose settings for the highlighted menu item. The Edit Item command opens a dialog box in which you may edit information for the highlighted menu. Use the [Tab] and [Shift-Tab] keys to move from field to field.

The Edit Item dialog box contains the following fields:

Entry Title:
Title for the menu item that you'll see on the user menu. The first capital letter or number in the title appears in bright color. Use it as the shortcut key for the entry.

Password:
If you have enabled passwords in Utilities | Environment, you must enter this password when you select the menu entry.

Command to Execute:
The command(s) that will be executed when you select the menu entry. You may include several commands by separating them with the vertical line [|] character found on the keyboard. Normally, the command to execute is the name of a program file (.COM or .EXE). You may execute batch (.BAT) files too (see below).

> **NOTE:** See SPECIAL COMMANDS TO EXECUTE.

Status Line Hint:
Whenever you highlight this menu item, the text you enter here appears on the status line (the last line of the screen).

Path to Run From:
The Command to Execute is in this area on the hard disk. To select the path from the tree, use the [Enter] key to select the tree box. Then highlight the desired path, and press [Spacebar] or double-click with the mouse. If the tree doesn't show all directories, select the [Build Tree] button to rebuild the tree.

> **NOTE:** Make sure you have set all drives correctly in Utilities | Environment.

The Executable File List displays .COM, .EXE, and .BAT files from the highlighted path on the tree. Files shown are the POSSIBLE choices for Command to Execute.

> **NOTE:** You must set the Path to Run From to look at long file lists in the Executable File List.

After making your choices, save the menu with either the Edit-Menu | Save Menu or Edit-Menu | Save As command.

SPECIAL COMMANDS TO EXECUTE

You may use these additional commands in Command to Execute:

OPENMENU "filename":
Equivalent to Edit-Menu | Open Menu. The "filename" must name an actual menu file, and you must enclose the filename in DOUBLE QUOTES. MenuDIRECT adds the menu file extension 'MNU' to the filename. If the named file does NOT exist, MenuDIRECT opens a new blank menu.

FIRSTMENU:
Equivalent to Edit-Menu | First Menu. Use FIRSTMENU to make a menu entry that will jump to the first defined menu for a user.

LASTMENU:
Equivalent to Edit-Menu | Last Menu. Use LASTMENU to make a menu entry that will jump BACK to the menu that called the current menu.

ASK:
This command prompts the user for input BEFORE running the Command to Execute. Use ASK with programs that have command line options, such as a word processing program where you can specify a filename.

PAUSE:
Pauses after running the Command to Execute.

STOP:
Stops in DOS and does not return to MenuDIRECT.

NOSWAP:
Temporarily suspends swapping mode for execution of this menu item, and reverts to the normal batch file loop execution mode. The NOSWAP option should be used when executing any programs that perform low level disk alterations. This is because MenuDIRECT's swap file remains in memory while executing the menu item.

> **NOTE:** NOSWAP is also useful if running a program that requires EMS memory, and there is insufficient EMS memory to run MenuDIRECT. See Executing Batch Files for special considerations.

EXECUTING BATCH FILES

When working with batch (.BAT) files, you must pay special attention. If you are using DOS 3.3 or greater [check with Sys Info], use the CALL command immediately BEFORE the batch filename in the Command to Execute field, e.g.,

CALL PSBAT

You must use this technique REGARDLESS of the Swapping Mode setting. Make sure none of your batch files end with the "M" command (as in previous versions of MenuDIRECT). Use the Edit-File | Text Editor command to create or modify batch files.

If your DOS version is 3.2 or LESS, you must pay attention to the Swapping Mode setting. If you enable Swapping Mode, make sure none of your batch files end with the "M" command (as in earlier versions of MenuDIRECT) unless the NOSWAP command is used.

> **NOTE:** If you disable Swapping Mode, batch files MUST end with the "M" command. Use the Edit-File | Text Editor command to modify batch files.

Read the documentation regarding "Executing Batch Files" to make sure you have modified your batch files correctly. In many cases you can enter the entire batch file contents in the Command to Execute field. Then the batch file can be ELIMINATED.

SELECTING A NEW MENU WINDOW

You can select new menu windows in numerous ways. If you execute a user menu item and its Command to Execute field contains the OPENMENU command, the designated menu will open. You may use the Edit-Menu | Open Menu command also to select another menu directly.

If the selected menu does not exist, MenuDIRECT creates it automatically. The Edit-Menu | First Menu command opens the default menu (set in Utilities | Environment). The Edit-Menu | Last Menu command opens the last menu that was open.

LINKING MENUS TOGETHER

You can link multiple user-defined menus in a chain to create an UNLIMITED number of menu choices. To create a link from one menu item to another menu, use the OPENMENU, FIRSTMENU, or LASTMENU command in the Command to Execute field.

REARRANGING MENU ITEMS

You can rearrange user menu items using a hidden clipboard. The clipboard can hold one menu item. The Edit-Menu | Cut Item and Edit-Menu | Paste Item commands store and retrieve items to/from the clipboard. You may

access the clipboard even if you switch to a DIFFERENT menu. This lets you clip items from one menu and paste them to another.

CHANGING THE MENU TITLE

To change the menu title (on top line of menu window frame), select the Edit- Menu | Title Change command. Then enter the desired new title. The title's default name is "New Menu."

RESIZING THE MENU

Use the Window | Size/Move command to change the width of user-defined menu windows. You will see one, two, or three columns of user menu items, depending on the selected width. You also may resize the menu by dragging the LOWER RIGHT corner of the window with the mouse.

NOTE: If you resize the user-defined menu window, you have altered that menu and you should save the menu afterward.

RUNNING PROGRAMS

You may select user menu items in one of three ways:

1. Move the highlight bar with the arrow keys to highlight the desired item, and press [Enter] to select it.
2. Most menu items display one character in a bright color. Press this letter to select the menu item.
3. You can also double-click the menu item with a mouse to select it.

NOTE: MenuDIRECT must run via the supplied batch file (M.BAT) before programs will properly run from the user-defined menus. Read the manual regarding "Starting the Program" if the user-defined menus don't seem to work correctly.

FILE MANAGER

TREE COMMANDS

The File | Tree/File command opens the File Manager window. The File Manager provides a comprehensive set of functions for file manipulation. The File Manager window contains a directory tree, and one or two file lists from which you manage files and directories.

NOTE: Although not shown specifically, file and tree command hotkeys are the single characters associated with the commands in MenuDIRECT's Edit pull-down menu. Examples are [C] for Copy File, [B] for Build Tree, etc.

The program's Edit menu will show Edit-File or Edit-Tree depending on the active subwindow of the File Manager window. Move between the subwindows with the [left arrow/right arrow] keys or with the [Tab] key.

The bottom portion of the File Manager displays the origin and target directories, a file count and total size for each file list. It displays a count of tagged files also, and their total size.

The File and Tree commands work together. The UPPER file list always displays the files from the directory marked on the tree with an "O" denoting the Origin.

To select an Origin, you may use one of FOUR methods:

1. Move the highlight bar on the tree to the desired directory and press [Enter].
2. Move the highlight bar on the tree to the desired directory and press [O].
3. Double-click the LEFT mouse button.
4. Select the Edit-Tree | Origin command.

The tree also marks a directory with a "T" denoting the Target. The Target is where files will go, when using file commands such as Copy or Move. To select a Target, use one of THREE methods:

1. Move the highlight bar on the tree to the directory you want, and press [T].
2. Double-click the RIGHT mouse button.

3. Select the Edit-Tree | Target command.

> **NOTE:** Always select Origin and Target directories BEFORE using File commands! If you switch to a different floppy drive, remember to reset the Origin and Target to relog the disk. If you don't, the file display will be incorrect. If the tree does NOT show correct drives/directories, check the settings in Utilities | Environment, or use the Edit-Tree | Build Tree command.

A powerful feature of the File Manager is its ability to perform file commands on groups of files called blocks. You create blocks by tagging files in the file list.

After marking tagged files, a check mark appears on the left side of the list. Then you can use a single block command to manipulate the ENTIRE block of files.

The remainder of this section describes all File and Tree commands.

ADD FLOPPY

Add Floppy scans the selected floppy disk for subdirectories, and adds them to the tree. If a floppy disk is not present in the drive or if the disk has no subdirectories, MenuDIRECT will display the drive LETTER only on the tree. By default, the directory tree does not include floppy disk subdirectories.

BUILD TREE

The File Manager stores the directory tree in a disk file for quick loading. If you add or remove a directory outside of MenuDIRECT (common when installing other software), the File Manager won't know about this action.

The Build Tree command rereads the directories from the hard disk to update the File Manager's tree. Use this command whenever the tree doesn't look right, or if you've installed any software.

> **NOTE:** Build Tree relies on drive settings found in Utilities | Environment to build the tree correctly. If the tree does not include ALL drives and directories, check these settings

DELETE DIR

Delete Dir deletes the currently highlighted directory. You can only delete directories that are empty (no files or child directories). The MenuDIRECT program directory also cannot be deleted.

If the directory appears to be empty and you still cannot delete it, check the File-Edit | Filter command to see if the file filter is allowing you to see all files. You can view the current file filter after the Origin path, in the LOWER portion of the File Manager window.

GOTO DIR

Goto Dir immediately exits MenuDIRECT and moves to the highlighted directory. If this command does not work correctly, make sure you started MenuDIRECT with the supplied batch file (M.BAT). Also, read the documentation regarding "Starting the Program."

MAKE DIR

Make Dir creates a new subdirectory as a child of the currently highlighted directory. MenuDIRECT asks for a new directory name that is in the same format as filenames. Then MenuDIRECT inserts the new directory in the tree at the correct sorted position.

ORIGIN

Origin selects the currently highlighted directory as the Origin for File commands. The [Enter] key or a double-click of the left mouse button will select the Origin directory too.

PRINT

Print offers several options to print the directory tree, and filenames within subdirectories.

RENAME DIR

Rename Dir changes the name of the currently highlighted directory. MenuDIRECT asks for a new directory name that cannot duplicate an existing name. You can't rename the MenuDIRECT directory.

SWAP O/T

Swap O/T exchanges the current Origin and Target directory marks and rereads the Origin and Target file lists.

NOTE: MenuDIRECT doesn't move any files on the disk; it only changes the display.

TARGET

Target selects the currently highlighted directory as the Target for File commands. If you opened the second file window (using the Edit-File | Window Split command), you'll see the files of the Target directory in the LOWER file display. You can set the Target by double-clicking the right mouse button.

FILE COMMANDS

BLOCK

Block commands perform a Copy, Delete, Move, Newer or Rename operation on a group of tagged files. After tagging desired files, you will see a check mark to their left in the file list. Then you may execute the block operation by using the pull-down menu to select the desired block command. Or press [Ctrl] and the first letter of the block command, e.g., [Ctrl-C] for Block Copy.

There are several methods to tag files for block operations:

[Enter]	**toggles tag**
[-]	**tags all**
[-]	**untags all**
[Shift-Ins]	**retags prior tagged files**
[Left-shift up arrow]	**tags one and moves up**
[Left-shift down arrow]	**tags one and moves down**
[Right-shift up arrow]	**untags one and moves up**
[Right-shift down arrow]	**untags one and moves down**

You may use the mouse for file tagging. Double click on a file to toggle its tagged status. To TAG multiple files, hold the LEFT mouse button down until the selected file becomes tagged. Then drag the mouse to tag additional files. To UNTAG files, hold the RIGHT mouse button down until the selected file becomes untagged. Then drag the mouse to untag additional files.

Following are block commands you may use on tagged files:

Copy Files	**Copy tagged files to Target**
Delete Files	**Delete tagged files**
Move Files	**Move tagged files to Target**
Newer Copy	**Copy to Target if newer**
Rename	**Rename tagged files**

COPY FILE

Copy File copies the currently highlighted file from the Origin directory to the Target directory. If the Origin and Target directories are the same, then MenuDIRECT asks for a NEW filename, and makes a copy of the file. If the selected file exists in the Target directory, MenuDIRECT will ask to make SURE you want to replace the older file.

DELETE FILE

Delete File deletes the currently highlighted file. MenuDIRECT again asks you to CONFIRM the delete before it proceeds.

EDIT FILE

Edit File has two options:

1. Text Editor - Opens current file in text editor
2. New Text - Opens blank text editor

The Text Editor is a 64K editor used to edit standard text files. You'll find a complete description of the text editor under Text Editor.

FILTER

Filter restricts the file search for the file display lists. The default filter is "*.*" and will find all files. File filter strings are the same as in DOS (see your DOS manual for details). When you select Filter, MenuDIRECT prompts for a new file filter.

If you don't enter a filter, MenuDIRECT assumes you want the default "*.*" filter. You'll see the current filter in the LOWER portion of the File Manager window, at the end of the Origin path.

MOVE FILE

Move File moves the currently highlighted file from the Origin directory to the Target directory. If that filename exists in the Target directory, MenuDIRECT will ask if you want to replace it.

NOTE: If a file appears to be lost after File Move, check which directory you have set as the Target, and look there for the file.

NEWER COPY

Newer Copy is similar to the Copy File command, but it copies the selected file to the Target directory ONLY:

1. If it is NEWER than an existing file with the same name in the Target
2. If the Target does NOT contain a file with the same name.

Think of this command as a method to freshen up a Target directory with newer files.

PRINT

Use Print to print text files or the Origin file list. You may select the following Print options:

Expanded File List - Print file list with all info

File Names Only - Print file list with names only

Hex Mode Print - Print selected file in hex mode

Laser 2 Column - Print selected file in 2 columns

Text Plain Print - Print selected file

RENAME FILE

Rename File changes the name of the currently highlighted file. MenuDIRECT prompts for a new filename, and doesn't allow duplicate filenames.

SORT FILES

Sort Files determines the display order of the filenames you'll see in the file lists. Sort Files presents the following sort options:

Name - Ascending name order

Extension - Ascending extension order

Date/Time - Ascending date/time order

Inverse Date - Descending date/time order

Size - Ascending size order

Reverse Size - Descending size order

TREE LIST

The Tree List command moves to the Tree command, same as [left arrow]. The Edit-File program menu will change to Edit-Tree.

WINDOW SPLIT

This command splits the file list into two windows. The upper window lists the Origin files, and the lower window lists the Target files. Use the [Tab] key to move between the windows.

NOTE: File commands operate on the Origin file list only.

TEXT EDITOR

MenuDIRECT contains a first-rate Text Editor. A text editor doesn't replace full-featured word processing programs, but it's useful for creating and editing text files. Text files do not contain underlining, bold, italic and other formatting. ASCII text is another name for such files.

Examples of text files are your PC's AUTOEXEC.BAT and CONFIG.SYS files. Another might be a short message to send via an electronic mail service (which cannot accept word processing files).

The top line of the window displays the file currently in memory. The LOWER LEFT corner of the edit window displays the row and column location of the cursor. You'll see an asterisk [*] if you have modified the file.

NOTE: You can edit text files up to 64K maximum in size only.

You'll notice scroll bars on the right and bottom edges of the text editor window, to show the position in the file. Move the scroll bars with the mouse to scroll through the text file.

You can use the following commands to move the cursor in the Text Editor window:

Character left	**[Left arrow]**
Character right	**[Right arrow]**
Word left	**[Ctrl-left arrow]**
Word right	**[Ctrl-right arrow]**
Line up	**[Up arrow]**
Line down	**[Down arrow]**
Page up	**[PgUp]**
Page down	**[PgDn]**
Beginning of line	**[Home]**
End of line	**[End]**
Top of window	**[Ctrl-Home]**
Bottom of window	**[Ctrl-End]**
Beginning of file	**[Ctrl-PgUp]**
End of file	**[Ctrl-PgDn]**

You can use the following commands for general editing in the Text Editor window:

Insert mode on/off	**[Ins]**
Delete character left of cursor	**[Backspace]**
Delete character under cursor	**[Del]**
Delete word right	**[Ctrl-T]**
Delete line	**[Ctrl-Y]**
New line	**[Enter]**

A block of text is any amount of text – from a single character to an entire file – that you mark with special hidden block markers. You can mark only ONE block of text in the text editor at a time.

You mark a block by placing the cursor at the desired starting location. Then use any standard cursor movement command combined with the [Shift] key to mark the block. As you mark the block, it highlights the blocked text.

You can also use the mouse to mark text by placing the mouse cursor at the starting location. Hold the left button down while dragging the mouse over the text to mark. You can move the mouse beyond the edge of the Text Editor window to scroll the screen while marking.

After you mark the text, you may do the following with that block:

Cut [Shift-Del] - Copy to clipboard & delete
This removes the block of text, and stores it in the clipboard. It will remain there until you copy another block to the clipboard (replacing the previous block). You lose any text in the clipboard when you exit the text editor.

> **NOTE:** You will not see the clipboard. It is simply a portion of your PC's memory that stores the text temporarily.

Copy [Ctrl-Ins] - Copy to clipboard
This command stores the block in the clipboard, while the original text block remains on screen undeleted. Use this command when unsure about deleting the original text block.

Paste [Shift-Ins] - Paste from clipboard
Move the cursor to the desired location in the text file you are editing. Then use the Paste command to insert the text you stored in the clipboard.

Delete [Ctrl-Del] - Delete block
Use this command to erase a block of text you have marked. If you want to paste in that block later, use the Cut command [Shift-Del] INSTEAD, to store the block in the clipboard.

Print [Ctrl-P] - Print block
This command is useful when you want to print only part of your text file, not the whole file. Put your printer online before using this command.

Export [Ctrl-X] - Write block to file
With this command you can save the marked block to a new file. You must enter a name for the file before you can save it.

Use search commands to find, or find and replace text in the Text Editor window. The following search commands are available:

Find Text - Find selected text

Replace - Find and replace selected text

Last Find - Repeat last find/replace

For example, you could use the Replace command to find all occurrences of "corporation," and replace them with "company." To see how often used "corporation" (but NOT replace the word), you'd use Find Text instead.

File Load and Save commands include:

Save - Save editor text
This saves the text, but allows you to keep editing.

Save Done - Save editor text & close
This command saves the text, and exits the text editor.

Save As - Save editor text with new name
Use this command if you wish to change the filename of the saved text.

Import - Read text into editor from file
When you Import text, you must type the name of the text file, and where it's located, such as C:\MISC\IMSINOTE.TXT.

UTILITIES

AUTO MENU CREATION

> **NOTE:** Auto Menu Creation will overwrite existing menus by this command, so you should not use it AFTER you have created menus manually.

Auto Menu Creation scans the hard disk(s) for recognized programs, and automatically places them in user-defined menus. This procedure makes assumptions about the way you want to run programs. Because of similarities between program names, and program file sizes, MenuDIRECT may identify an ambiguous program incorrectly. You should check items after using Auto Menu Creation, and make any modifications necessary.

COLOR SELECTION

A great aid to computer learning and use is the ability to select custom colors. MenuDIRECT lets you change almost every color found within the program. Colors are not only appealing to the eye, but remind you of particular program sections. Colors help you find and execute commands much faster too.

When you open the color selection window, you'll find four areas of interest:

Group - List of different program regions

Item - Views within group regions

Foreground - Foreground color setting

Background - Background color setting

Use the [Tab] key to move to each area in the Color Selection window. To change program colors, select the Group of interest, and select the Item

within the group. Then set the Foreground and Background colors for the Item. As you change the colors, MenuDIRECT immediately shows the new colors, and the Sample Text shows the color settings.

> **NOTE:** Black on Black is not allowed and will result in a flashing white on red color.

IMSI has provided several predefined color palettes that you can select with the Predefined command. Feel free to try them out until you find one you prefer.

You may also create a Customized color palette. You save these palettes with the Save As command, and load them from disk with the Load command. The top frame line of the color selection window shows the filename of the current custom palette, if any.

> **NOTE:** All Customized color palette files end with the ".PAL" file extension.

As an example how multiple palette files would be used, different family members could create Customized palettes. For example, they could save them as WILLIAM.PAL, PEGGY.PAL and BONNIE.PAL.

Following is a detailed list of the color Groups and Items, and the program views you can alter:

Desktop - Center of screen

Background - Main screen background area

Program Menus - Pull-down menus and status line

Normal color - Normal color of the menu item

Disabled item - Item is not selectable.

Make calculator window active and look at Edit menu for example.

Shortcut key - Hotkey for item, e.g., [F]ile

Selected item - Cursor is on item

Selected disabled - Cursor is on item but item is disabled

Selected shortcut - Hotkey when cursor is on item

Text Editor (File Manager's text editor window)

Frame inactive - Frame for text editor window when open but not active

Frame active - Frame when text editor is the active window

Frame icons - Close, resize, and zoom icons

Scroll bar page - Long portion under icons

Scroll bar icons - Arrows and position indicator

Normal Text - Regular text in editor

Selected Text - Text selected for block command

Dialogs (all program windows that open on desktop)

Frame inactive
Frame when window is open but not the active window. Information in bottom area of File Manager also appears in this color.

Frame active
Frame when window is active

Frame icons
Close, resize, and zoom icons

Scroll bar page
Long portion under icons

Scroll bar icons
Arrows and position indicator

Normal text
Information text in windows. The Sys Info window displays exclusively in Normal Text.

> **NOTE:** Labels are the text used to identify areas in dialogs, e.g., the Group and Item text on the Color Selection window.

Label inactive
Label when not selected

Label selected
Label when selected

Label shortcut
Hotkey for label

NOTE: Buttons are the rectangular items like [OK] and [Cancel] that appear in various places in MenuDIRECT.

Button inactive
Normal colors for the button

Button default
Button if selected by pressing [Enter]. See the Window|List dialog's [OK] button for an example.

Button selected
Button after you select it. See the calculator's buttons for examples. Press the [Tab] key several times in the calculator to watch the selected button change.

Button disabled
Button if not selectable.

Button shortcut
Hotkey for button. See the buttons on the Color Selection window for examples.

Button shadow
Shading under button; normally black but variable

NOTE: Clusters are selection lists like the Settings in Utilities|Envrionment and the Predefined Color Palette list.

Cluster normal
Item normal (not selected)

Cluster selected
Item if selected

Cluster shortcut
Hotkey for item

NOTE: Input lines are used whenever MenuDIRECT requests user input. See any database screen for good examples.

Input normal
Normal color

Input selected
Color of text if selected

Input arrow
Arrow for text longer than displayed width

NOTE: History Lists are used in the DOS Shell window and in many search input windows.

History icon
Arrow for history activation

History icon side
Sides of activation arrow

History bar page
History's scroll bar

History bar icons
History's scroll bar icons

NOTE: Lists are used in the Group and Item areas of the Color Selection window, in file selection prompt windows, as User-defined menus, and for the Tree and File lists in the File Manager window.

List normal
Normal color of item

List focused
Item when cursor is on it

List selected
Item when cursor is on it but is not the focused view. See the File Manager's Tree and File lists for examples.

List divider
Divider line between columns of a list. See the User-defined Menu windows for examples.

ENVIRONMENT

Environment options determine how MenuDIRECT works. Move from area to area on the environment screen with the [Enter] or [Tab] keys. The following options are available:

SETTINGS

The Settings determine many characteristics of MenuDIRECT. To change a setting, move the cursor to the desired setting and press [Spacebar]. You may click with the mouse if you prefer.

Prompt on Quit
MenuDIRECT will ask you if want to quit before quitting.

Attention Bell
MenuDIRECT rings a bell (actually a BEEP) whenever errors occur to get your attention. This feature might bother you, so you can disable it here.

Hourly Chime
MenuDIRECT rings the bell twice on the hour. This feature can become annoying. Most users will want to turn off the Hourly Chime.

Menu Filenames
This setting decides if MenuDIRECT displays the name of the current user-defined menu file on the user-defined menus. The user-defined menus appear somewhat cleaner if you disable this feature.

Editor Backups
This setting determines if MenuDIRECT makes a backup file when you save the current text editor file. If set, MenuDIRECT creates a file with a .BAK extension. It then copies the previous contents of the text editor before saving the new text. It's a good idea to save backup files of your original text files.

Show Sys Files
This setting decides if MenuDIRECT displays files with the System file attribute, in the File Manager's file lists. System files are normally created when you format a disk, and you should not tamper with them. Only knowledgeable users should enable this setting.

Use EMS Memory
Use EMS (Expanded Memory Specification) memory if available for program overlays and execution swapping. If you don't have EMS memory, MenuDIRECT will ignore this setting. Check the System Info window to see if your computer has EMS memory.

43/50 Line Mode
Computers with EGA or VGA monitors can display 43 or 50 lines of text, besides the standard 25 lines. With this option set, you'll have more space on the desktop to display windows.

If you switch from 43/50 line mode to 25 line mode and can't find some windows, they may be off the screen. Change back to 43/50 line mode and move the windows back into view.

> **NOTE:** Setting this option on computers without EGA or VGA monitors has no effect.

Swapping Mode
This setting concerns the method used by MenuDIRECT to run programs from user-defined menus. It also affects the operation of the DOS Shell window, and the operation of the Edit-File | Execute command. In normal mode (Swapping Mode off), MenuDIRECT executes programs from user-defined menus via a batch file loop. Then MenuDIRECT removes itself completely from memory.

The Shell [F2] mode of the DOS Shell window and the Edit-File | Execute command only have the memory above MenuDIRECT available (about 200K). This mode is the slowest, but makes the most memory available for executing user-defined menu items.

In Swap Mode (Swapping Mode on), MenuDIRECT uses a special technique to swap itself to disk or to EMS memory when executing other programs. A small segment (about 8K) remains in memory. The Shell [F2] in the DOS Shell, the Edit-File | Execute command, and user-defined menu items have all but 8K of memory available to execute programs.

This mode is very fast, especially if you have EMS memory and you selected the Use EMS Memory setting. You can specify the path MenuDIRECT uses for swapping in the Swapping Path field.

You must follow several rules if you use Swapping Mode:

1. DO NOT run programs like DOS CHKDSK with the /F switch, file undelete utilities, or disk defragmenters. These utilities make low-level changes to disks. Swapping Mode uses a swap file that's left open during swapping, and these utilities don't take this into account. You could possibly damage the disk. You CAN run these programs from user-defined menus if you use the NOSWAP option.

2. If running batch (.BAT) files from user-defined menus, DO NOT include the command to execute MenuDIRECT ("M") at the end of the batch file. See Executing Batch Files for more details on running batch files.

3. ALWAYS return to MenuDIRECT and then Exit to DOS before turning off the computer. This will guarantee that MenuDIRECT closes the swap file.

VALID DRIVES
This setting determines which drives MenuDIRECT uses to construct directory trees for the File Manager and the Path Selection Tree, in user-defined menu editing windows. Just enter the drive letters in the space

provided. MenuDIRECT will reconstruct Directory trees automatically if you change this setting.

FLOPPIES

This setting determines which drives are FLOPPY DISK drives, in the Valid Drives list. This setting affects the directory trees and the Format Disks window. The POSITION is important for this setting.

MenuDIRECT numbers floppy disk drives from 0 to 3. The first position in the field represents floppy disk number 0, the second position represents floppy disk number 1, etc. Normally, drive A = 0, B = 1, etc.

If your computer has external floppy disks besides A: and B:, make sure the corresponding drive letter is in the right spot in the Floppies field. Examples:

System descriptions	Floppies setting
Standard floppy disks A & B	"**AB**"
Only floppy disk A	"**A**"
Floppy disk A, no B, external F	"**A F**"

USER MENU

This setting chooses the User-defined menu file that MenuDIRECT loads by default when selecting the {Menu Manager:UMMenu} command, if no user menu window is currently open. A blank in this space results in the default menu file MDR.MNU to be opened.

MOUSE DOUBLE-CLICK

This setting determines the speed required to double-click the mouse when selecting items in MenuDIRECT. The normal setting is 8, but can range from 1 to 20.

Lower numbers require faster double-clicks, while higher numbers allow more delay between clicks. Try different settings until it feels right for you.

SWAPPING PATH

This setting determines where MenuDIRECT swap files will reside if you've enabled Swapping Mode. If you leave this field blank, MenuDIRECT uses the program directory.

MenuDIRECT may require up to 1 megabyte of disk space for swapping, so make sure a path you choose for swapping has enough free space. If you use EMS (Expanded Memory Specification) memory, MenuDIRECT ignores the Swapping Path.

PRINTER

This setting determines where printed output goes. Normally, you will select LPT1 (if your printer is connected to your single parallel port). You can also select LTP2 or LPT3, if your PC has additional parallel ports.

DATES

This setting determines the format MenuDIRECT uses to display dates. Choose either the MM/DD/YYYY format or DD/MM/YYYY format. For instance, MenuDIRECT will display the date, August 15, 1991, as either 8/15/1991 or 15/8/1991.

TIMES

This setting determines the format MenuDIRECT uses to display times. Select either the HH/MM/SS 12-hour format (with am or pm) or HH/MM/SS 24-hour (military time) format.

NETWORK OPERATION

To use the single-user version of MenuDIRECT on a network, you must provide SEPARATE registered copies of the program EACH user on the network. This means you must purchase the necessary number of MenuDIRECT copies to install the program on a local hard disk for EVERY user.

Each user would use the MenuDIRECT program to control his/her own computer. MenuDIRECT returns appropriate error messages if a user attempts to access locked files or directories.

> **NOTE:** The single-user version cannot be installed on a NETWORK drive.

Using a single registered copy of the single user version of MenuDIRECT for multiple users on a network is a violation of the license agreement. If you would like to operate MenuDIRECT on a network, contact IMSI for information on MenuDIRECT NET, which supports all common networks. MenuDIRECT NET enables you to very easily set up an entire network with standrardized user menus, and includes many enhanced features for control, tracking and security.

> **NOTE:** A regular NETWORK version of MenuDIRECT is available from IMSI. If you purchase the network version, you will NOT have to buy individual copies for each user. This is the preferred method for network usage. Contact IMSI for information and pricing for the NETWORK version.

The network version supports Novell, MS-NET, PC-NET, 3Com, PC LAN, CBIS, and PC-MOS/386 networks. See the About/Order | Print command to print an IMSI order form.

IN CASE OF DIFFICULTY

IMSI has tested MenuDIRECT carefully so that users will have little difficulty. The science of computer programming is not perfect, though. It seems that no program is ever entirely bug-free.

If you experience any problems in the operation of MenuDIRECT, review the appropriate section of the manual. Many apparent problems reflect incorrect usage or installation of MenuDIRECT. If you are unable to solve the problem, contact IMSI for technical support at:

International Microcomputer Software, Inc.
1938 Fourth Street, San Rafael, CA 94901
VOICE: (415) 454-7101 • FAX: (415) 454-8901
BBS: (415) 454-2893

When writing or calling for support, you must be the REGISTERED owner of MenuDIRECT. If phoning for support, have a written list of details ready. Whether writing or phoning, have the following information ready:

- ☐ Program name, version, and serial number
- ☐ Equipment used, including make and model of computer, type of monitor and other peripherals, amount of memory, and other hardware details
- ☐ DOS version and manufacturer (such as MS-DOS 3.3)
- ☐ Other software used, especially Terminate and Stay Resident (TSR) programs. (An example of a TSR is a program like SideKick, which you pop-up with a hotkey.)
- ☐ Complete detail of the problem including error messages, specific procedure followed when the error occurs, and any other relevant information
- ☐ If phoning, have your PC on, with MenuDIRECT running.

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